



**State of Alabama
Department of Mental Health
Central Purchasing
Solicitation**

Solicitation RFB 061 22000000601	Document Phase Final	Document Description LINEN / LAUNDRY SERVICE
Procurement Folder 1466901	Creation Date 11/19/21	Print Date 11/19/21

Request for Bids

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Issuer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Buyer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128

Bids will be accepted from: 11/19/21

to: 12/14/21 10:00 AM

Bids will be opened: 12/14/21 10:00 AM

TO BE COMPLETED BY VENDOR

Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.

1. Delivery: Can be made _____ days or _____ weeks after receipt of order.
2. Terms: _____ (Discounts are taken without regard to date of payment.)
3. Prices valid for acceptance within _____ days.
4. Vendor's quotation reference number, if any: _____ (this number will appear on the purchase order.)
5. E-mail address: _____ Internet Website: _____
6. General Contractor's License No: _____ Type of G.C. License: _____

Return invitation to bid:

Regular Mail

State of Alabama
Alabama Mental Health
Purchasing Office
P.O. Box 301410
Montgomery, AL 36130-1410

Courier

State of Alabama
Alabama Mental Health
Purchasing Office
100 N. Union St. Suite 570
Montgomery, AL 36104

Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

Sworn to and

VSS Vendor Number

Authorized Signature (Ink)

Subscribed before me this

Company Name

Type/Print Authorized Name

Day of _____

Mail Address

Title

Notary Public

City, State, Zip

Toll Free Number

Term Expiration:

Phone Including Area Code

Fax Number

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 1 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____
Extended Description: _____

Flat Sheets 36 X 80

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date: _____

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type: _____

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 2 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____
Extended Description: _____

Fitted Sheets 36 X 80

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date: _____

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type: _____

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 3 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____

Extended Description:

Pillow Cases

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Date:**Delivery Type:****COMMODITY INFORMATION****Group:** 1 Default Commodity Group**Line:** 4**Line Type:** Item**Commodity Code:** 95405**Quantity:** 1.00000**Commodity Description:** Laundry and Linen Service, (Not Otherwise**Unit:** Each**Extended Amount:****Unit Price:****Preferred Vendor:****Extended Description:**

Spread Blankets (Snagless)

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Date:**Delivery Type:****COMMODITY INFORMATION****Group:** 1 Default Commodity Group**Line:** 5**Line Type:** Item**Commodity Code:** 95405**Quantity:** 1.00000**Commodity Description:** Laundry and Linen Service, (Not Otherwise**Unit:** Each**Extended Amount:****Unit Price:****Preferred Vendor:****Extended Description:**

Bath Towels

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 6

Line Type: Item

Commodity Code: 95405

Quantity: 1.00000

Commodity Description: Laundry and Linen Service, (Not Otherwise

Unit: Each

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

Hand Towels

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 7

Line Type: Item

Commodity Code: 95405

Quantity: 1.00000

Commodity Description: Laundry and Linen Service, (Not Otherwise

Unit: Each

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

Wash Cloths

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office

Billing

ADMH- Central Office

100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 8 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Tablecloths 52 X 52 - White

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 9 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Dish Towels

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 10 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Laundry Bags, Cloth

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 11 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Dust Mops 24"

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 12 **Line Type:** Item
Commodity Code: 95405 **Quantity:** 1.00000
Commodity Description: Laundry and Linen Service, (Not Otherwise **Unit:** Each
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

Dust Mops 48"

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Date:**Delivery Type:****COMMODITY INFORMATION****Group:** 1 Default Commodity Group**Line:** 13**Line Type:** Item**Commodity Code:** 95405**Quantity:** 1.00000**Commodity Description:** Laundry and Linen Service, (Not Otherwise**Unit:** Each**Extended Amount:****Unit Price:****Preferred Vendor:** _____**Extended Description:**

Micro Mops 18"

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Date:**Delivery Type:****COMMODITY INFORMATION****Group:** 1 Default Commodity Group**Line:** 14**Line Type:** Item**Commodity Code:** 95405**Quantity:** 1.00000**Commodity Description:** Laundry and Linen Service, (Not Otherwise**Unit:** Each**Extended Amount:****Unit Price:****Preferred Vendor:** _____**Extended Description:**

Mats 4 X 6

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 15

Line Type: Item

Commodity Code: 95405

Quantity: 1.00000

Commodity Description: Laundry and Linen Service, (Not Otherwise

Unit: Each

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

Mats 3 X 5

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 16

Line Type: Item

Commodity Code: 95405

Quantity: 1.00000

Commodity Description: Laundry and Linen Service, (Not Otherwise

Unit: Each

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

Replacement Linen (Vendor May Invoice Replacement Linen at a Rate 5% of Services Billed per Invoice).

Laundry and Linen Service, (Not Otherwise Classified)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office
100 N Union
Montgomery, AL 36130

Delivery Date:

Delivery Type:

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AUTHORITY:

The Department of Mental Health, an agency of the State of Alabama, makes purchases under the authority granted in Acts 1965, No. 881, Acts 1984, No. 84-242, and in accordance with the State of Alabama Bid Laws, specifically Code of Alabama 1975, Section 41-16-20.

AWARD:

The Department of Mental Health reserves the right to: (1) award bids on an “all or none” basis; (2) award bids on an “item by item” basis, unless otherwise specified by bidder; (3) waive any informality in bids; (4) reject any and all bids.

BID RESPONSE INSTRUCTIONS:

In order to submit a responsible bid, bidder must read and follow all instructions, terms, conditions and specifications.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Department of Mental Health does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Department of Mental Health Office of Contracts and Purchasing prior to the “close date and time” indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no bid). Pages should be secured. The Department of Mental Health does not assume responsibility for missing pages. Faxed/ emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Department of Mental Health requires an original and a minimum of two exact copy signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.

BID REJECTION:

Bidders shall not place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations, or substitutions shall result in rejection of bid.

Bids that are improperly submitted or received late will be documented for record will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

- Bid number not on envelope/package/box
- Bid response with multiple bid numbers in same envelope not properly identified
- Bid responses received late

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- Bid response not signed/not original signature
- Bid response not notarized/not original signature of notary/or notary expiration
- Bidder notarized own signature
- Required information not submitted with bid response
- Failure to submit the original bid and two copies
- Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within five (5) calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit www.dhs.gov/e-verify.

CERTIFICATION PURSUANT TO ACT No. 2006-557:

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and/or lease tax on all taxable sales and leases in Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

MINORITY VENDOR INFORMATION:

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the Office of Minority Business Enterprises at www.adeca.alabama.gov.

STANDARD TERMS AND CONDITIONS

VENDOR REGISTRATION AND SUBSCRIPTION FEE:

Vendor may receive bid notices by registering at the State of Alabama vendor self-serve (VSS) portal, Hyperlink: “<https://procurement.staars.alabama.gov>”. Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the “pay subscription fee” tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS assigned number on all bid responses. A vendor’s subscription must be maintained throughout the term of an awarded contract to include renewal periods.

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INTENT TO AWARD:

The State of Alabama Department of Mental Health will issue an “Intent to Award” before the final award is made. The “Intent to Award” will continue for a period of five (5) calendar days, after which the award will be final provided there are no protest. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-44(14).

ALTERNATE BID RESPONSES:

Unless stated elsewhere in this Invitation-to-Bid (ITB) the Dept. of Mental Health accept and evaluate alternate bid submittals provided the response meets all bid requirements. Alternates will be considered. When alternate brands and/or product numbers are bid, adequate specifications for evaluation must be submitted with the bid. Final determination as to equal quality of alternate will always be made by the receiving authority.

INTERNET WEBLINKS:

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this ITB.

SALES TAX EXEMPTION:

Pursuant of the Code of Alabama, 1975, Title 40-23-4(A), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

FOREIGN ENTITIES – CERTIFICATE OF AUTHORITY:

Alabama Law provides that a foreign entity (out of state company/firm) as identified in Section 10A-1-7.01 Code of Alabama 1975, not otherwise exempted by Section 10A-17.02 Code of Alabama Section 1975, may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporate Division, (334) 242-52324. The Certificate of Authority does not prevent the vendor from submitting a bid.

BOYCOTT:

“Pursuant to Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade.”

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE:

In accordance with the Uniform Commercial Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

FREIGHT:

Bid is F.O.B. destination. Any freight charges must be included in the bid prices. Do not include freight as separate line item. The vendor must assume all responsibility for damage in transit.

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INVOICES:

Vendor understands and agrees that it has an affirmative duty to submit invoices accurately and on time. For purposes of this contract, this means that vendor shall submit all invoices by the fifth (5th) day of each month (or the next business day if the fifth falls on a weekend or State holiday) following the rendering of services or product that is required by this contract.

ALABAMA PREFERRED VENDOR:

A 'Preferred Vendor' shall be a person, firm, or corporation that is granted priority by meeting all of the following criteria as established by Section 41-16-20, Code of Alabama, 1975

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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DEPARTMENT OF MENTAL HEALTH LAUNDRY/LINEN SERVICE CONTRACT

The purpose of this bid is to provide a contract between the Alabama Department of Mental Health (Department) and Contractor for provision for linen/laundry services for Bryce Hospital and Mary Starke Harper Center

The contract shall be for a period of two (2) years with an option to issue a third, fourth, and fifth contract under the same pricing, terms and conditions if agreed upon by both parties.

Minimum Linen/Laundry Terms for All Facilities:

The Linen/Laundry service will follow the guidelines by OSHA, TJC, Medicaid, CDC, EPA, SARA, and other Federal, State, and Local regulations regarding the cleaning, storage, pick-up, and delivery of Linens.

All Linens leaving the Facilities will be considered as contaminated and be treated by the company as such. No linens will be separated or double bagged as a result of contamination. All is infections and should be treated as such.

Soiled linen will be placed in covered laundry bags (covered during transport) or hampers supplied by the Contractor at the Facility and place in the area designated by the Facility for pick-up. Soiled linens will be picked up five times weekly. Covers for Hampers will be provided by the contract company.

Clean linens will be returned to the facility up to five times weekly (Monday through Friday during the hours of 7:00 a.m. – 3:00 p.m., as required by the Facility) before noon each day and stored in areas designed by the Facility. The Laundry service must establish and maintain appropriate standards of Quality in Preparation for and during the processing of linens.

Laundry formulations and temperature levels will be within applicable guidelines when linen is processed. An accurate thermometer should be used to measure water temperature. A water temperature of above 71C (169F) for 25 minutes is used in washing machines with good washing action and effective detergents will be used to remove soil and microbial contamination of all facility linens.

The addition of Bleach or other EPA registered and approved chemical treatments will be used on all linens to further reduce microbial contamination. All linens will be dried at least at a temperature of 200F completely. Ironing temperatures at least 300F will be dependent on the contract company's procedures for identification of which laundry is ironed.

Heavily soiled items such as doormats will be laundered separately from other linen. Dirty linen will be cleaned separately from areas where clean linen is handled, stored, or processed for transport.

Contractor agrees to separate stained laundry and treat for stain removal. Contractor also agrees to treat for stain removal any laundry collected by ADMH Facilities.

Monthly culture reports and PH levels of the linen will be performed by the Contract Company. A copy of these reports will be mailed to the infection control nurse at the Facilities or the Facility Director's designee. PH levels of clean linen will be within state guidelines.

After processing or folding, Linen must be securely packaged in bundles and also shrink-wrapped to prevent possible contamination during transport. Unsecured bundles will not be accepted. Linen will be transported in a sanitized truck for delivery to the facility.

All Deliveries must be coordinated to meet the needs of each individual facility and will vary from one to five times weekly as needed by facility. The Linens furnished will be of good quality. All linen shall be clean, stain-free, and without tears. Unacceptable linen will be returned to the vendor at no cost to the Facility. The spreads shall be piping rock manufactured by Bates or an approved equivalent. They shall come in assorted solid colors.

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The following safety measures will be carried out to avoid the causes and spread of infection at the Facilities. These measures include the following:

1. Special wash formulas to assure proper cleaning and sanitation: Chemicals used are to be as follows: A special compound orthosilicate or metasilicated alkali, sodium hypochlorite (1% solution), sodium silicofluoride, a surfactant consisting of 1) Diethanalamine, 2) Dodecylbenzone sulfonate, 3) Alkylpolyether alcohol, 4) Isopropanol in water, and a fabric softener with a bacteriostat added. The washing formulas shall raise the PH value to 11.0 to 11.5 in 170 Degree F + Wash water temperature for a period of at least 15 minutes and then run a sodium hypochlorite solution for at least 8 minutes at 150 degrees F.
2. Special care in sanitizing delivery trucks and hampers; Soiled linen shall be returned in covered hampers or in bags placed on top of route trucks, contaminated linen shall be returned in water soluble bags and shall not be handled by the route operator. Clean and soiled linen are never mixed inside the same delivery vehicle. All vehicles are cleaned between loads by use of steam and chemicals. All hampers must be sanitized after each return to the branch containing soiled health care textiles. Clean laundry must be returned by the contractor in carts with non-marking casters. The vendor must furnish all mobile carts and baskets or containers used in handling linen and use this equipment exclusively at the Facilities receiving laundry services.

The Contractor agrees that ADMH shall have the right to count and check and/or weigh outgoing and incoming laundry and report to the Contractor. All discrepancies shall be resolved to the satisfaction of ADMH.

The Contractor may invoice replacement linen at a rate of 5% of services charged per invoice. The replacement charge may be billed with each invoice, but must not exceed 5% of linen services charged for any invoice. Contractor will not have to provide a price list for replacement.

The Department requires prior approval for any subcontracting exceeding 10% of total cost.

The Contractor agrees to furnish an adequate supply of hampers, as determined by ADMH Facilities for the collection of soiled laundry and the delivery of clean laundry, including unit laundries. Hampers shall be constructed of high impact plastic and measure approximately 48" long X 68" high X 29" wide with four 5" swivel casters or a similar product.

Contractor agrees to keep all hampers in a state of good repair and acceptable cleanliness. All hampers shall be cleaned with hot water and a germicidal disinfectant, provided by contractor and approved by ADMH Facility Infection Control.

The Contractor agrees to procure and maintain while the contract is in effect, Workmen's Compensation and employers Public Liability Insurance in accordance with the laws of the State of Alabama. The policy shall provide coverage for public liability limits of not less than the amounts required by law.

Contractor agrees to furnish within ten (10) days of receipt of award proof of insurance coverage. Contractor agrees to furnish and maintain comprehensive liability insurance in the amount of \$1,000,000 per occurrence; professional liability insurance in the same amount per occurrence/aggregate \$3,000,000. Contractor shall provide vehicular liability insurance for all contract employees and coverage must include vehicles used for business purposes. The Contractor will be responsible for damage to Facility property which may be done by him or anyone in his employ while executing the contract.

The exact usage of this contract is unknown at this time. The Department does not guarantee that it will use any amount.

If the standards of this solicitation are not met by the Contractor, then the Facility shall notify Contracts and Purchasing in writing. If necessary, Purchasing Agent will provide written notice of deficiencies to the Contractor and the Contractor shall correct deficiencies to the satisfaction of the Department.

E-Verify

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Contractor understands that Contractor shall provide a complete copy of e-verify memorandum of understanding (MOU) which is generated when the business entity or employer enrolls in that program, bearing the number assigned to the MOU by Homeland Security: establishing that the business entity has registered to participate in e-verify for the duration of this contract, and shall verify every employee who is registered to be verified according to the applicable Federal rules and regulations.

All questions must be posted in STAARS.

Original and three (3) copies must be submitted.